

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 66-00

Subject:

DATE: 06/21/90

Sunset Review:

GENERAL POLICIES CONCERNING EMPLOYEE
TIME AND ATTENDANCE

1. PURPOSE. This directive establishes and formalizes the policies and procedures of the Federal Law Enforcement Training Center (FLETC) with respect to employee time and attendance (T&A) reporting.
2. SCOPE. This directive applies to all employees paid directly by the FLETC.
3. CANCELLATION. FLETC Directive No. 66-00, General Policies Concerning Employee Time and Attendance, dated December 18, 1985.
4. REFERENCES:
 - a. P.L. 93-529, Fair Labor Standards Act of 1974.
 - b. 5 U.S.C. S6101.
 - c. 5 U.S.C. S6301-6323.
 - d. Treasury Payroll Information System, (TPIS), Time and Attendance Reporting, Timekeepers Manual.
 - e. FLETC Directive No. 65-50.A, Overtime, Compensatory Time and Holiday Pay.
 - f. FLETC Directive No. 66-30, Absence and Leave.
 - g. FLETC Directive No. 66-30.B Voluntary leave Transfer Program.
5. DISCUSSION. The basic instructions for recording time and attendance data are contained in Reference d. This directive supplements the TPIS manual and clarifies the basic instructions contained therein. This directive addresses the general aspects of recording leave in typical situations and the occasional performance of duty in excess of the normal 40-hour work week. It is not intended to be all-inclusive with regard to the broad spectrum of accrual and use of leave, or with regard to all other pay situations. Circumstances not specifically covered in this directive will be considered on an as-required basis in accordance with governing Departmental and Federal regulations and/or policies.

6. RESPONSIBILITIES.

a. The Budget and Finance Division (BFD) is responsible for the overall administration of employee time and attendance records and for the proper administration of the policies concerning time and attendance.

b. Supervisors are responsible for establishing work schedules for each employee under their supervision, for the proper administration of the policies and regulations concerning time and attendance; and, for the accurate reporting of time and attendance data.

c. In accordance with this directive and with other appropriate policies and/or regulations, designated timekeepers shall be responsible for the accurate recording of time and attendance data.

d. Employees who are not co-located with their timekeeper shall be responsible for completing and forwarding Form FTC-BFD-3, Certification of work Performed (Attachment I), to their timekeeper at the close of each pay period.

e. Designation of Timekeepers/Alternates. Office and division heads will designate in writing to the BFD both a primary and an alternate timekeeper to be responsible for maintaining time and attendance records for employees of their respective organizations.

7. PROCEDURES:

a. Recording of Time and Attendance.

(1) Hours expended while working, traveling, training, on leave, or during any other absences, shall be accurately recorded on the Time and Attendance Reports (T&A cards), TDF/10-11, H-1, and H-3, in accordance with the instructions outlined in the TPIS Timekeeper's Manual. The timekeepers/ alternates shall be responsible for recording employees' time on a daily basis, and such data shall be furnished to the timekeepers by the supervisors. Regular time worked shall be accounted for in whole and/or quarter hour increments, as appropriate. Annual leave and sick leave shall be earned and used in whole hour increments. Under the TPIS system, compensatory time earned and used must be reported on the T&A cards in whole hours. However, compensatory time shall be recorded in fractions of one quarter hour, when earned or used. The quarter hour increments will be recorded on FLETC Form FTC-BFD-21, Leave Worksheets (Attachment 2), under the columnar heading, "Compensatory Time Partial Hour Record", until a whole hour is accumulated. As a total hour is accrued, it will be recorded on the T&A card. Leave Worksheets are to be retained by the timekeepers for audit purposes.

(2) If an employee's duty hours are other than Monday through Friday daytime hours, the "Duty hours" section of the T&A card must be completed. Rescheduling or shift hours and/or days of an employee's administrative work week shall be done in advance of the start of the workweek. Permanent or temporary changes made to an established work schedule shall be provided to the affected employee with as much advance notice as possible.

(3) All premium pay and compensatory time worked that is not a part of the employee's regularly scheduled tour of duty must be recorded on the T&A cards, accompanied by documentation, i.e., Form FTC-BFD-16, Request, Authorization and Report of Overtime. See Reference e., for appropriate procedures. A copy of the totally completed Authorization and Report of Overtime shall be forwarded to the parent agency of an instructor detailed to the FLETC, when reimbursement is appropriate

(4) To receive payment for night differential for overtime work, an employee must be scheduled prior to the beginning of the administrative workweek in which the overtime/ compensatory time is to be performed. Night differential will not be paid on overtime and/or compensatory time of an unexpected or emergency situation.

(5) Upon completion and verification by the timekeeper, the T&A cards are to be certified by the appropriate supervisor. Only supervisors, or acting supervisors, with personal knowledge of absence/attendance/detail may certify the cards. Under NO circumstances may a supervisor certify a blank or incomplete T&A card. Additionally, supervisors shall ensure that neither the primary nor the alternate timekeeper is given access to his or her own T&A card after the card has been certified.

(6) Timekeepers shall not maintain, certify, or approve their own T&A cards. The alternate timekeeper will maintain the primary timekeeper's time and attendance records and will obtain certification, make corrections, and submit the primary timekeeper's card to BFD. Arrangements shall be made for a timekeeper elsewhere in the organization to maintain the time and attendance records of the primary and the alternate timekeeper when both are absent at the same time.

(7) Regular T&A cards shall be submitted to BFD no later than 11:00 A.M., on the last Thursday of the pay-period. If there is a holiday during the week or on Monday following the pay period, T&A cards will be submitted to BFD no later than 11:00 A.M., on the last Wednesday of the pay period.

(8) Corrected T&A cards shall be prepared and submitted to the BFD, as required. Detailed instructions for this procedure are outlined in Reference d. Corrected T&A cards are due in the BFD no later than 11:00 A.M., on the first workday following the end of the calendar pay period. When a holiday occurs during the pay period or on Monday following the end of the pay period, corrected T&A cards shall be submitted by 11:00 A.M. on the last Friday in the pay period.

(9) The T&A cards will be distributed and collected by BFD in accordance with TPIS requirements.

b. Recording of Leave.

(1) All leave and/or absences shall be recorded on the T&A cards, and must have been requested and approved in accordance with Reference f. An approved SF-71, Application for Leave, shall accompany a T&A card reflecting use of leave. A completed FLETC Form FTC-BFD-23, SF-71 to Follow Report, (Attachment 3), shall accompany the T&A card if an SF-71 cannot be obtained from an employee. The SF-71 submitted by an instructor detailed to the FLETC shall be submitted to the employee's Agency, with a copy maintained in the FLETC files.

(2) The leave balance block in the upper right corner of the T&A card shall be maintained by the Timekeepers. True leave balances, as of the beginning of the new pay period, shall be entered to assure proper administration and utilization of leave entitlement, and to provide accurate information for certifying officials. Therefore, leave data shall be maintained in a current status at all times. The Leave Worksheet, FTC-BFD-21, will facilitate maintenance of accurate leave balances.

(3) Restoration of forfeited annual leave will be administered in accordance with covering Federal regulations. The Leave Worksheet provides a section for recording Restored Annual Leave. The Timekeepers shall be responsible for maintaining this data.

(4) Leave without pay (LWOP) shall be recorded on the Leave Worksheet by the Timekeepers. Any 80 hours in non-pay status within a one-year period will result in a reduction of leave accrual.

(5) Military Leave:

(a) Military leave shall be recorded by the Timekeepers on the Leave Worksheet section entitled Military Leave. This record is maintained as a working tool to alert the Timekeepers when the maximum number of accrued days allowed by Statutory authority has been reached (15 calendar days for military training duty, or 22 workdays for military aid to enforce the law). A copy of the military orders shall accompany the T&A cards on which military leave has been recorded.

(b) Statutory authority for military leave for Federal employees is contained in subsection 6323(a), Title 5, United States Code. Thus, Federal employees are permitted to attend training and field exercises as members of a reserve or any branch of the Armed Forces, or as a member of the National Guard. The law also allows the carryover of up to 10 days of unused accumulated military leave into the succeeding fiscal year.

(c) Annual leave may not be elected by an employee for coverage of absences for duty being performed under military orders. However, the employee may be involuntarily assessed annual leave, or leave without pay, if appropriate, for the days of absence from civilian employment to perform active duty for training after military leave has been exhausted. Consequently, the employees' timekeepers should charge the appropriate number of days of active duty to military leave first and charge additional days of absence for the same purpose to annual leave or to leave without pay.

(d) Military leave shall commence on the first regularly scheduled workday, and end on the last regularly scheduled workday included within an employee's tour of active military duty. The employee shall be placed in a military leave status on the first day on which the employee was regularly scheduled to work, and continue in a military leave status until the last regularly scheduled workday, including intervening non-work days, such as holidays and weekends which occur within the duration of the active duty assignment. There are no provisions to allow charging of military leave in increments of less than one day.

(e) Even though in a military capacity an employee could be performing the same duties of the same position held in a civilian capacity, payment for the performance shall not be made by the FLETC. Neither will payment be made to an employee performing the functions of a civilian position during hours of relaxation off of a military assignment or during time off which has been provided by the military for attending to personal affairs. However, the employee may be credited for work performed on the first day of the active duty assignment before becoming subject to military control. The same is true of work performed after release from military control on the last day of the active duty assignment.

(6) Court leave is reported on T&A cards and a copy of the notification for the employee to appear in court shall accompany the T&A card. Recording of court leave on the Leave Worksheet is not required.

(7) The recording of leave under the provisions of the Voluntary Leave Transfer Program shall be accomplished in accordance with the instructions stipulated in Reference g.

c. A Certification of Work Performed shall be completed by each employee who is not co-located in the same work area as their timekeeper. The certification shall be forwarded to the timekeeper at the close of each pay period. The certification provides assurance to the timekeeper and to the supervisor that the work was actually performed

8. SUPPLY OF FORMS. All forms necessary for the proper recording of time and leave are available in the Budget and Finance Division.
9. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director

Attachments (3) Forms are available from the Budget and Finance Division.